

COMNAVBASENORVA/SOPA(ADMIN)
HAMPINST 1754.11

NO1F

COMNAVBASE NORVA/SOPA(ADMIN) HAMPTON ROADS INSTRUCTION 1754.11

Subj: SEXUAL ASSAULT VICTIM INTERVENTION PROGRAM

Ref: (a) SECNAVINST 1752.4
(b) OPNAVINST 1752.1A
(c) SECNAVINST 5300.26B

Encl: (1) Definitions (OPNAVINST 1752.1A)
(2) Victims' Rights (OPNAVINST 1752.1A)
(3) SAVI Program Supportive Resources
(4) SAVI Program POC Checklist
(5) Military Law Enforcement and First Responder Checklist

1. Purpose. To provide regional policy and program guidance and to assign responsibilities for the operation of the regional Sexual Assault Victim Intervention (SAVI) Program per references (a) and (b). This instruction establishes internal guidance only and is not intended to and does not create any rights, substantive or procedural, enforceable at law or equity by any victim, witness, suspect, accused, or other person in any matter, civil or criminal, and places no limits on the lawful prerogatives of the Navy or its officials.

2. Definitions. Terms used in this instruction are defined in enclosure (1). "Sexual assault" as used in this instruction applies to offenses against persons (female or male) who are 18 years of age or older and who are not married to (or cohabiting with) their alleged perpetrators. Sexual assaults against children and those that occur within a marital (or cohabiting) relationship should be referred to the Family Advocacy Program (FAP). Sexual harassment should be handled per reference (c).

3. Applicability

a. The provisions of this instruction apply to all military personnel and their family members under the purview of Commander, Naval Base (COMNAVBASE), Norfolk.

b. The following persons are eligible for SAVI Program victim advocacy services when subjected to sexual assault:

(1) Active duty members and their legal family members.

(2) Members of the reserves and their legal family members while on active duty.

(3) On a space-available basis, retired members of the military services and their legal family members.

(4) All victims of sexual assault, regardless of affiliation, that occur on property under Department of Navy (DON) jurisdiction. These victims are eligible for available services on a humanitarian basis (e.g., evidence collection, triage, emergency medical treatment, and referral to available civilian community services).

4. Discussion. The SAVI Program provides a standardized, victim-sensitive system to prevent and respond to incidents of sexual assault. Program components are sexual assault awareness and prevention education, victim advocacy services, and accurate data collection. SAVI Program responsibilities and procedures are summarized herein per references (a) and (b).

5. Policy

a. Sexual assault is a criminal act absolutely incompatible with the DON's core values, high standards of professionalism, and personal discipline. Commanding officers shall take appropriate action in all cases where sexual assault is alleged.

b. The goal of the DON is to eliminate sexual assault incidents through awareness and prevention education, provision of safe installation environments, and promoting the responsible use of alcohol by all service members.

c. All victims of sexual assault shall be treated with fairness and respect. All service members and DON employees will ensure the sensitive, coordinated, and effective management of sexual assault cases. In cases where the victim's behavior may be considered an offense under the Uniform Code of Military Justice, it is important to take into consideration the circumstances surrounding the assault and their impact on the victim before taking any appropriate administrative or disciplinary action against the victim.

d. In order to achieve the goal of eliminating sexual assault, it is the policy of the regional SAVI Program to:

(1) Conduct awareness and prevention education programs and activities. Such programs/activities focus on sexual assault awareness and prevention, enhancement of physical safety and

security factors, and fostering a healthy command climate. The SAVI Program Coordinator at the Navy Family Service Centers (NFSC) in Hampton Roads can provide or arrange for such programs.

(2) Ensure victims of sexual assault have access to appropriate protection, advocacy, medical care, support, and counseling. Ensure victims are not re-victimized as a result of reporting the incident. Ensure victims are advised of their rights and of their options during each phase of the process. Victims' rights are contained in enclosure (2).

(3) Ensure all SAVI Program related personnel receive regular and ongoing training and maintain protocols for response to sexual assault incidents. The SAVI Program Coordinator at the NFSC can provide/arrange for appropriate training and assist in the development of protocols. Reference (b), enclosure (6) contains model protocols.

(4) Ensure appropriate confidentiality and sensitive handling of SAVI Program cases by all involved personnel, with attention to the victim's right to privacy. Detailed guidelines for protecting the interests of sexual assault victims are contained in reference (b), enclosures (4) and (6).

(5) Ensure effective coordination and cooperation among all SAVI Program related agencies, activities, and individuals. Cooperate with civilian authorities and agencies in addressing sexual assault prevention and intervention.

(6) Ensure sexual assaults are reported per references (a) and (b) and trends concerning the incidence and prevalence of sexual assault are monitored.

6. Program Guidance. The regional SAVI Program shall be implemented in accordance with provisions of references (a) and (b).

7. Action

a. Support Services Program Manager:

(1) Ensure the three components of the SAVI Program (sexual assault awareness and prevention education, victim advocacy, and data collection) are implemented throughout the region. Ensure a coordinated systems approach is utilized.

(2) Publish a regional instruction and, as needed, other policies, directives, and Memorandum of Understanding (MOU) to ensure maximum coordination and collaboration among all military and community personnel/agencies involved in handling sexual assault incidents throughout the region.

(3) Ensure designation of a SAVI Program Coordinator for the region.

(4) Ensure establishment of a Regional SAVI Program Coordination Committee. Designate the SAVI Program Coordinator as Chair.

(5) Assist commands, as needed, in implementing and administering SAVI Program requirements.

(6) Ensure that any sexual assault prevention initiatives do not impose artificial restrictions on a select subgroup of command personnel.

(7) Incorporate an assessment of SAVI Program requirements into the inspection program.

(8) Ensure provision of an Operation Target (OPTAR) budget for the regional SAVI Program.

b. NFSC Regional Director:

(1) Support regional coordination, cooperation, and collaboration among command and community partners in support of the SAVI Program.

(2) Work with SAVI Program Coordinator and other appropriate personnel to develop strategies to support and strengthen the regional SAVI Program. Represent the status and needs of the regional SAVI Program to Navy Personnel Command (NAVPERSCOM) and claimants.

c. SAVI Program Coordinator:

(1) Operate under the purview of the NFSC.

(2) Provide overall coordination, development, planning, implementation, evaluation, and management of administrative aspects of the SAVI Program throughout the region. A detailed description of SAVI Program Coordinator responsibilities is contained in reference (b), enclosure (3).

(3) Chair the Regional SAVI Program Coordination Committee. Plan, coordinate, and document all regional SAVI Program Coordination Committee meetings.

(4) Conduct and/or coordinate training programs on sexual assault awareness, risk reduction, victim advocacy, and data collection. Identify medical, legal, NFSC, Naval Criminal Investigative Service (NCIS), equal opportunity (EO) representatives, and community subject matter experts to augment, as

needed, the training programs.

(5) Conduct and/or coordinate an ongoing public awareness campaign designed to inform personnel of the availability of the victim assistance program and how victims may access the program.

(6) Interface with military and civilian agencies to identify relevant resources and means of accessing appropriate services to promote availability of victim advocacy services and support systems.

(7) Maintain liaison with cognizant departments/agencies (e.g., medical, base security, NCIS, legal) to facilitate a team approach in sexual assault cases.

(8) Coordinate and monitor services provided for sexual assault victims throughout the region. Ensure victim advocacy services include:

(a) the capacity to respond by telephone and in person 24 hours-a-day, providing support and assistance to victims of sexual assault;

(b) a team of volunteer advocates trained to provide effective and appropriate assistance to victims of sexual assault;

(c) established procedures for contacting volunteer advocates, as well as specific protocols which govern the duties and responsibilities of the victim advocate;

(9) Assist victims of sexual assault whenever necessary.

(10) Receive appropriate training, per reference (b).

d. Regional SAVI Program Coordination Committee:

(1) Operate under the purview of the Support Services Program Manager to serve the entire region. Installation Commanders will appoint a representative to the regional committee in lieu of establishing separate installation committees.

(2) Chaired by the SAVI Program Coordinator.

(3) Meet at least quarterly, more often as needed.

(4) Normally include the following members who liaison with and disseminate information to their respective disciplines/ commands.

(a) SAVI Program Coordinator

(b) Educators and/or counselors from the NFSC

(c) Naval Medical Center, Portsmouth Emergency Department physician or nurse

(d) Riverside Medical Center Sexual Assault Nurse Examiner (S.A.N.E.)

(e) Chesapeake General Hospital S.A.N.E.

(f) NCIS Agent

(g) Military Law Enforcement

(h) Civilian law enforcement representative

(i) Representative(s) of the local civilian rape crisis center(s)

(j) Staff Judge Advocate

(k) Chaplain

(l) Active duty SAVI Advocate or Command Point of Contact (POC)

(m) Representatives of the Installation Commanders

(5) Perform the following functions:

(a) Facilitate implementation and oversight of program elements.

(b) Support ongoing regional cooperation and coordination of SAVI Program activities, elements, and services among military and civilian community agencies.

(c) Collaborate on projects and initiatives, particularly in addressing gaps/duplication in services.

(d) Share information regarding SAVI Program related services.

(e) Provide clarification and/or recommendations regarding roles and responsibilities to support the effective and efficient operation of the regional SAVI Program.

(6) Receive annual training in the sensitive handling of and reporting procedures for sexual assault victims.

e. Commanding Officers:

(1) Implement and support the SAVI Program, utilizing references (a) and (b) and this instruction. To assist commands, the SAVI Program Coordinator is available to provide information, consultation, guidance, and support for implementation.

(2) Publish directives and protocols to ensure the effective implementation of command responsibilities in the SAVI Program, including response to and reporting of sexual assault incidents. Enclosures (3) and (4) of this instruction provide information regarding local resources and additional guidance for SAVI Program POCs. Enclosure (6) of reference (b) provides sample protocols for Command Duty Officers and for deploying commands. Enclosure (8) of reference (b) provides detailed guidelines for commanding officers on responding to sexual assault incidents.

(3) Designate a command SAVI Program POC to implement and coordinate awareness and prevention training programs for the command; maintain and provide current information on and referral to base/community programs for victims; ensure collection and maintenance of sexual assault data per reference (b); coordinate with SAVI personnel; and monitor the progress/outcome. Enclosure (3) provides additional guidance for POCs.

(4) Ensure service members and their family members are made aware of and have access to SAVI Program services and the SAVI supportive resources available to victims. For non-deploying commands, the local civilian rape crisis centers provide advocates for sexual assault victims. Deploying commands must have trained advocates on board and available to assist victims during deployments. When an incident occurs, the command should designate a command representative to act as a single command POC for the victim. Guidelines for selection of this POC are contained in reference (b), enclosure (8).

(5) Designate a command Data Collection Coordinator (DCC) who is responsible for obtaining data on sexual assault incidents (per reference (b)) through a coordinated effort with all agencies involved in the reporting, investigation, or prosecution of sexual assault. This person is responsible for initial and continuation reporting in accordance with requirements defined in reference (b), enclosure (7).

(6) Ensure command personnel receive annual SAVI Program training to include sexual assault awareness and prevention, risk reduction training, and how to execute SAVI Program procedures effectively as well as POC and/or Advocate training, as appropriate, utilizing assistance from regional SAVI Program Coordinator located at the NFSC. Civilian and military

supervisors must receive annual training in the sensitive handling of and reporting procedures for sexual assault victims.

(7) Provide the safest possible environment for all service members by command procedures and physical facilities which reduce potentially hazardous situations. Commanding officers shall annually review command procedures and physical spaces (including housing and berthing areas) to ensure that a safe, well lighted, and secure environment is maintained.

(8) Establish a climate in which compassion toward the victims of sexual assault is the framework for all decisions, processes, and actions taken to resolve cases of sexual assault.
Ensure sensitivity to victim privacy.

(9) Provide reasonable protection for victims from alleged perpetrators. Establish a command climate that encourages the reporting of sexual assaults without fear of reprisals and establish an atmosphere of zero tolerance of sexual assault. Make sexual assault prevention an integral part of day-to-day personnel management.

(10) Hold military offenders accountable by taking appropriate disciplinary and/or administrative action.

(11) Ensure all incidents of sexual assault are reported in accordance with reference (b). Required information and specific guidelines are contained in reference (b), enclosure (7). Incidents of sexual assault will be reported in accordance with the following guidelines:

(a) If the victim is a Navy member or family member, the victim's/sponsor's command will report.

(b) If the victim is not a Navy member (and not a family member) but the alleged offender is a Navy member, the alleged offender's command will report.

(c) If both the victim and offender are Navy members, the victim's command will report and info the command of the alleged offender.

(d) If neither the victim nor alleged offender is a Navy member, the commander of the installation or activity where the sexual assault occurs will report.

(e) Commanding officers will ensure that a SITREP is sent to Chief of Naval Operations (CNO (N1)) and NAVPERSCOM (NPC-661) and (NPC-83), in accordance with reference (b), within 24 hours of the commencement of an investigation on all

allegations of sexual assault that involve victims who are family members and victims and alleged offenders who are active duty; reservists on active duty; or are active members of another Service assigned to a Navy command at the time of the incident, regardless of location. SITREPs must also be submitted on incidents involving civilians sexually assaulted on property under DON jurisdiction.

(f) Commanding Officers shall provide amplifying information in the initial NAVPERS 1752/1 within 10 working days, in accordance with reference (b).

(g) Commanding Officers shall forward continuation reports monthly until final resolution, in accordance with reference (b).

(h) The data will be used for statistical purposes. The collection of accurate data on sexual assault is critical to program planning, to assist in the development of appropriate procedures and precautions to reduce the risk of further incidents of sexual assault, and to ensure a standardized victim-sensitive system to prevent and respond to sexual assault Navy-wide. It is intentionally devoid of any individual identifiers in order to maintain victim and offender confidentiality.

f. Security Department/Military Law Enforcement:

(1) Respond to incidents of sexual assault on government property to restore order, protect victims, secure the crime scene, and complete an investigation, as appropriate. Notify NCIS of all sexual assault incidents. If the sexual assault occurred off base, notify local police as soon as possible, if the victim chooses to make a report. Additional guidelines for the law enforcement response are contained in enclosure (5).

(2) Develop a protocol for response to and reporting of sexual assault incidents. Reference (b), enclosure (6) contains a model protocol.

(3) Serve as a member of the Regional SAVI Program Coordination Committee.

(4) Ensure annual training for civilian and military supervisors and all personnel involved in responding to incidents of sexual assault in the sensitive handling of and reporting procedures for sexual assault victims.

g. Naval Criminal Investigative Service:

(1) Respond to and conduct investigations of incidents of sexual assault, as appropriate. Additional guidelines for the law enforcement response are contained in enclosure (5).

(2) Serve as the principal liaison with civilian law enforcement agencies to obtain investigatory reports and to coordinate law enforcement interventions.

(3) Keep victims informed concerning the NCIS role in the case, status of the investigation, and other pertinent details to the extent that it will not interfere with the investigation.

(4) Develop a protocol for response to and reporting of sexual assault incidents. Reference (b), enclosure (6) contains a model protocol.

(5) Serve as member of the Regional SAVI Program Coordination Committee.

(6) Receive training in sensitivity to sexual assault victims, dynamics of sexual assault, basic community information and referral, and appropriate law enforcement/investigative responses.

h. Commander, Naval Medical Center, Portsmouth:

(1) Refer to S.A.N.E. Program for forensic evidence collection.

(2) Ensure eligible victims receive necessary health care through all available resources. Ensure the victim's written consent is obtained for all medical procedures. Ensure procedures to provide an advocate for the victim throughout the medical process, if the victim desires.

(3) Ensure establishment of procedures and protocols for safety, care, evaluation, reporting, and medicolegal documentation in all cases of sexual assault in compliance with governing instructions. Ensure procedures and protocols include making reports to NCIS and to the victim's Commanding Officer or CDO. Ensure establishment of procedures to provide necessary information to the appropriate command DCC for completion of NAVPERS 1752/1. Reference (b), enclosure (6) contains a model protocol.

(4) Designate an Emergency Department physician or nurse to serve on the Regional SAVI Program Coordination Committee.

(5) Ensure medical personnel who work with sexual assault victims receive appropriate training in sensitivity to sexual assault victims and in the medical, medicolegal, and psychological aspects of assisting sexual assault victims.

i. Navy Family Service Centers in Hampton Roads:

(1) NFSC Regional Director provides oversight for contract SAVI positions assigned to the NFSC to ensure compliance with governing instruc-

tions and program standards and to ensure quality services.

(2) Provide SAVI related awareness, educational, and training programs for the entire beneficiary population, for commands, and for key activities, agencies, and personnel.

(3) Provide crisis intervention, safety planning, appropriate reporting, and referral of all sexual assault incidents which present at the NFSC (either initially or during the course of counseling or other services). Consult with the SAVI unit for appropriate action per enclosure (3).

(4) Provide counseling for sexual assault victims, as appropriate.

(5) Develop a protocol for response to and reporting of sexual assault incidents. Reference (b), enclosure (6) contains a model protocol.

(6) Designate the SAVI Program Coordinator and NFSC educators and/or counselors to serve on the Regional SAVI Program Coordination Committee.

(7) Ensure annual training for NFSC personnel involved in responding to sexual assault incidents.

j. Chaplains:

(1) Provide pastoral and spiritual counseling and emotional support to victims and families as requested.

(2) Encourage victims to seek assistance and/or counseling, medical attention, and law enforcement involvement. Refer victims to a local rape crisis center, SAVI unit at the NFSC, a NFSC counselor, or other appropriate resource.

(3) Develop a protocol for response to sexual assault incidents. Reference (b), enclosure (6) contains a model protocol.

(4) Serve as a member of the Regional SAVI Program Coordination Committee.

(5) Receive annual training in the sensitive handling of sexual assault incidents.

k. Staff Judge Advocates (SJA)/Legal Officers:

(1) Provide legal advice and recommendations to commands, SAVI POCs, SAVI personnel at the NFSC, and victims including actions to ensure safety of victims and administrative/ disciplinary actions. Advise

victims of sexual assault of their right to apply for compensation from state compensation programs.

(2) Serve as liaison with other military and civilian legal professionals and judicial systems involved with SAVI cases.

(3) Develop a protocol for response to and reporting of incidents. Reference (b), enclosure (6) contains a model protocol.

(4) Serve as a member of the Regional SAVI Program Coordination Committee.

(5) Receive training in sensitivity to sexual assault victims, dynamics of sexual assault, basic community information and referral, and appropriate legal responses.

W. L. DILLINGER
Chief of Staff

Distribution (COMNAVBASENORVA/SOPA(ADMIN)HAMPINST 5216.2X)

List I (less A12,B4,02,03)

List III (only 1,11)

List IV (less A1,A2,D1,K1,L1,T1)

List V

List VI

List X (only B45)

Copy to:

CNO (OP-156) (5)

NAVPERSCOM (NPC-6,66,661) 1 each

(800 copies)

Stocked by COMNAVBASE Norfolk (N1023)

LIST OF SAVI PROGRAM SUPPORTIVE RESOURCES

The following resources are available to assist victims of sexual assault. Additional information and assistance can be obtained by contacting the Sexual Assault Victim Intervention (SAVI) Program at the Navy Family Service Centers in Hampton Roads at 444-2102.

MEDICAL RESOURCES:

Naval Medical Center, Portsmouth.....953-5001
Riverside Regional Medical Center.....594-2000
Chesapeake General Hospital.....482-6128

LEGAL ASSISTANCE/INFORMATION:

Navy Legal Service Office, MIDLANT Norfolk.....444-2832
COMNAVBASE, Norfolk Legal Department.....322-2935

LAW ENFORCEMENT:

Base Security, FCTCLANT Dam Neck.....433-6206
Base Security, NAVPHIBASE Little Creek.....462-8243
Base Security, NAS Oceana.....433-3123
Base Security, NAVSTA Norfolk.....444-2360
Base Security, NAVSECGRUACT Northwest.....421-8335
Base Security, WPNSTA Yorktown.....887-7550
Naval Criminal Investigative Service.....444-7327
Local Police.....911

Enclosure (3)

RAPE CRISIS CENTERS AND/OR HOTLINES

Response Sexual Assault Support Services (24 hour hotline/ Advocate service).....622-4300
Response Peninsula (24 hour hotline/Advocate service)....825-2591
Albemarle Hopeline (24 hour hotline/Advocate service).....
.....(919) 338-3011
Avalon in Williamsburg (24 hour hotline/Advocate service).....
.....258-5051

COUNSELING

Response Sexual Assault Support Services.....623-2115
Response Peninsula.....838-1829
NFSC-Norfolk Office.....444-2102
NFSC-Little Creek Office.....462-7563
NFSC-Oceana Office.....433-2912
NFSC-Yorktown Office.....887-4606
NFSC Northwest.....421-8770
CHAMPUS managed care mental health provider, Green Springs.....
.....1-800-931-9501

SAVI PROGRAM POC CHECKLIST

1. Ensure victim's safety. Depending on where the victim is when you are

notified, ensuring his/her safety may mean:

a. Contacting security or local police to protect victim and preserve the crime scene. Security will notify NCIS when a sexual assault has been reported.

b. Staying with the victim unless he/she asks to be left alone.

c. Ensuring reasonable protection from the perpetrator.

d. Obtaining treatment for physical injuries.

2. Inform victim of rights. Provide the victim with a handout of his/her rights.

3. Offer advocate services. Inform the victim of available assistance and services. Explain what advocate services are and offer them (through a local rape crisis center if shore-based or your command SAVI advocate if you are in a deploying command). If requested by the victim, an advocate will accompany the victim through the medical investigative and legal processes. Southside, call Response at 622-4300. On the Peninsula, call Response-Peninsula at 825-2591. In Williamsburg, call Avalon at 258-5051. In Elizabeth City, N.C., call the Albemarle Hopeline at (919) 338-3011.

4. Encourage victim to seek medical attention, even if no emergency care is needed. If emergency medical care is needed, contact the nearest hospital. For forensic evidence collection following a sexual assault, refer to the Sexual Assault Nurse Examiner (S.A.N.E.) Program at Chesapeake General Hospital or Riverside Regional Medical Center. Follow up care will be obtained at community or military medical facilities as appropriate.

5. Explain options. Inform the victim that he/she has options regarding involvement with investigative/legal personnel. These options include:

a. The victim may agree to treatment or interviews without assistance.

b. The victim may agree to be treated or interviewed with an advocate, peer, or counselor present during all procedures and interviews.

c. The victim may provide a written statement.

d. The victim may refuse to seek treatment or refuse to be interviewed by anyone. If the victim declines, explain the probable impact on the investigation, findings, and outcome. (You, however, may be asked to provide a written summary of information to the investigator.)

6. Explain release of data. Inform the victim that the crime and identifying data will be released in accordance with Navy regulations to those with a need to know.

7. Notify command. Inform the victim that you are required to notify his/her CO or Command Duty Officer (CDO) that a sexual assault has occurred. The victim's name should be given ONLY to the CDO or CO.

8. Notify Duty Chaplain if victim desires pastoral assistance.

9. Call the NFSC or the local rape crisis center if the victim desires

counseling support.

10. Report incidents in accordance with instructional requirements.

MILITARY LAW ENFORCEMENT AND FIRST RESPONDERS SAVI PROGRAM CHECKLIST

1. Ensure that the victim has some form of clothing and is not left naked or exposed (e.g., blanket, large towel).
2. Ensure that the victim receives immediate medical care for any injuries and/or for a forensic exam at the S.A.N.E. Program at Chesapeake General Hospital or Riverside Medical Center, as appropriate. Provide or arrange transportation as needed.
3. Explain the availability of community victim advocacy services and notify the local rape crisis center if victim desires assistance. Provide the victim with information about victim rights.
4. Contact NCIS.
5. Collect only necessary information (e.g. victim's identity, location and time of incident, name and/or description of assailant). Do not ask detailed questions and/or pressure the victim for responses.
6. Make apprehensions of alleged perpetrators, as appropriate.
7. Provide support and reassurance to the victim to help them feel safe, secure and in control of the situation.
8. Advise victim to preserve possible evidence by not drinking, eating, showering, douching, or changing clothes before undergoing the forensic exam.
9. Do not leave victim alone unless requested to do so by victim.
10. Do not call unnecessary persons or agencies to the scene.
11. Notify victim's or sponsor's Command Duty Officer (CDO) that a sexual assault has occurred.
12. Provide victim's name only to CDO or the CO.
13. Provide, within three working days, the command DCC with the case statistical data necessary for completion of the NAVPERS 1752/1.

Enclosure (5)